



## Data and Communications Intern

### *Office of Sustainability*

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*Fall 2024*

The Office of Sustainability student worker will work on a variety of projects to support climate planning and sustainability initiatives across campus. In January, 2024, President Elam signed the Second Nature Climate Commitment to support Climate and Resilience planning on campus. The first step in developing a Climate Action Plan is to establish and document the GHG footprint of the campus and its operations. As such, this position plays a critical role in supporting measurement of resource consumption on campus and establishing protocol to track progress towards reducing our footprint. The student worker will also assist with projects related to waste minimization, reuse and recycling and event planning. Additional projects of interest may include zero and low emissions transportation, food waste, sustainable landscaping, and communications about office activities and initiatives.

#### **Duties/Responsibilities:**

- Detailed data entry of the college's consumption and expenditures on electricity, gas, water, waste, etc. into SIMAP database or other reporting systems as needed
- Assist with identifying and compiling data from a variety of sources regarding the college's Scope 1, Scope 2, and Scope 3 emissions
- Support development of reporting and data collection procedures across campus. This may be used for voluntary certification systems (ex STARS report) as well as compliance monitoring, and enter data as needed
- Documenting methods and findings in GHG baseline report.
- Help inventory and keep records of campus surplus items
- Support analysis and proposal development for sustainability projects and initiatives
- Assist with Sustainability Communications and sharing the work of the Office of Sustainability
- Assist with Sustainability Programming and events
- Other duties as assigned

#### **Required and Preferred Qualifications:**

- Strong communication skills and ability to work with various stakeholders
- Experience with data management and data entry
- Proficiency with Excel and/or Google Sheets

- Resourceful, proactive, and creative problem solver
- Attention to detail and strong organizational skills
- Interest in sustainability, carbon neutrality, waste diversion and data
- Strong writer with ability to concisely capture details

**Preferred Qualifications:**

- Sophomore or junior standing
- Facility/knowledge of automation or other technologies to improve efficiency in data collection
- Advanced excel and/or stata for data analysis
- Data visualization, presentation and programming skills
- Ability to work in physically demanding situations (lifting boxes and transporting items)
- Authorized driver or willingness/ability to become one upon hiring (see requirements [here](#))

**Start date:** August 26, 2024

**End date:** May 10, 2025

**Work Schedule:** Schedule is flexible between hours of 8:30am and 5pm, M-F.

**Hours Per Week:** Roughly 7-10 hours per week, consistent with campus guidelines for student hours.

**Starting pay rate:** \$17.28 per hour

**Work Award:** Yes

**To apply, please email the following to [sustainability@oxy.edu](mailto:sustainability@oxy.edu)**

1. An updated resume.
2. One-paragraph answers to the following questions:
  - a. What interests you about this position?
  - b. What experiences do you think make you qualified for this position (eg. other jobs, clubs, volunteer work, etc)?
  - c. Please let us know about any scheduling needs or requests, including your ability to work the full academic year. (Please still apply if you can only work for one semester)
3. Student employment [application](#).
4. Please note, previous applicants for Office of Sustainability positions are encouraged to reapply.